



2017-2018 Pro Bono Board Applications

Application Instructions: The application form is available on the Pro Bono Program's page on My Carolina Law. Submit your completed Application Form electronically by Wednesday, March 1, at 11:59pm.

In your e-mail submitting your Application Form, you should also:

After you apply: You will be contacted to schedule an interview with the Pro Bono Board on Friday March 3rd. Please note that this is the only time interviews will be held, and the entire Pro Bono Board will be present. All applicants will be informed of their status by Sunday, March 5, at 5 p.m.

RESPONSIBILITIES OF ALL BOARD MEMBERS

- Hold one office hour per week in the Pro Bono Office;
- Attend bi-weekly board meetings during the lunch hour;
- Participate in soliciting winter break Pro Bono projects as needed;
- Support fellow board members with program logistics and staffing; AND
- Participate in our Board Retreat during one weekend over the summer (TBD)

NECESSARY SKILLS FOR ALL BOARD MEMBERS

- Personal commitment to pro bono work, and a commitment to encouraging and facilitating pro bono work throughout the student body;
- Professional demeanor in all communications and interactions as an acting board member;
- Excellent e-mail and in-person communication skills;
- Ability to develop ideas into tangible goals executed on a deadline;
- Proficiency in and/or willingness to learn GoogleDocs and an online project management system;
- Willingness to share opinions and accept opposing opinions; AND
- Willingness to volunteer for duties not directly assigned but necessary for the completion of a board project or event

OPEN POSITIONS FOR 2017-2018

1) Attorney Projects Coordinator

The Attorney Projects Coordinator solicits pro bono project postings for students by maintaining contact with current attorney partners and actively establishing new partnerships to ensure a steady flow of project postings throughout the year. The coordinator posts open pro bono opportunities on the program's bulletin board and website, contacts students who sign up to introduce them to the supervising attorney, and resolves difficulties that arise with attorneys or





students regarding the postings. The coordinator is also responsible for locating projects for students interested in specific requested areas of law. This coordinator will work closely with the Winter & Spring Break Coordinator, and the Class Coordinators, to ensure consistency in solicitation communications to attorneys.

NECESSARY SKILLS: High-volume e-mail communication skills, comfortable cold-calling and communicating with attorneys by phone, enthusiasm for communicating with students and attorneys about their questions or issues pertaining to the project sign-ups and completion, creativity in reaching new potential attorney partners.

3) Special Trips Coordinators (2 of 2 positions)

The Special Trips Coordinators work together to organize and execute pro bono trips during the law school's fall, winter, and spring breaks. This winter break, the coordinators will plan and execute a pro bono trip to Cherokee. The coordinators are responsible for holding interest meetings for students, establishing application criteria, choosing students for the trips, client outreach, recruiting supervising attorneys, fundraising, organizing trip logistics, and going on each of the trips. This position is one of the most visible positions in the law school and culminates in three fulfilling pro bono trips during the school year.

NECESSARY SKILLS: Ability to work in a partnership with the other Special Trips Coordinator, high-volume e-mail communication skills, extreme organization and time management skills, ability to relate to any potential partner from students to attorneys to community activists, willingness to prioritize obtaining clients for the clinics (may involve outreach efforts during weekends leading up to the trips).

4) Special Project Coordinator (1 of 2 positions)

The Special Projects Coordinators will work together on and be responsible for special projects as determined by the director and faculty advisor. Two projects identified for focus includes the Cancer Pro Bono Project and the Lawyer on the Line Alumni Project. The Special Projects Coordinators may also work to identify and develop potential new Pro Bono projects into ongoing and sustainable projects. The Coordinators may work with the Director to identify ideas for Pro Bono projects that can be developed throughout the year. The Coordinators will manage all aspects of the projects, including coordinating with community and student group partners, recruiting student participants, coordinating trainings, and executing the project. The Coordinators will then evaluate the projects' sustainability and, if appropriate, transition it to a student group or student leader.

NECESSARY SKILLS:

This position requires the ability to work in a partnership with the other Special Projects Coordinator. This position requires extreme organization and time management skills, and ability to relate to any potential partner from students to attorneys to community activists. Further, this





position requires the ability to visualize and develop new pro bono ideas, experience in taking on new ideas and developing them into tangible results by handling both big picture and minute details, high organizational skills.

(5) Student Group Projects Coordinator

The Student Group Projects Coordinator serves as a liaison between the leaders of student organizations at the Law School and the Pro Bono Board. The Student Group Project Coordinator assists UNC Law student organizations in developing, maintaining and managing their own pro bono projects. This may also involve coordinating group trainings and helping groups to develop contacts with supervising attorneys. The Coordinator is also responsible for educating each student group on what counts as Pro Bono work. Additionally, the Coordinator handles all student group nominations to the North Carolina Bar Association for awards pertaining to group projects.

NECESSARY SKILLS: This position requires a clear understanding of student groups and the issues they may face, professional communications skills, enthusiasm for communicating with students about issues and concerns relating to pro bono project development and implementation, a strong team work ethic, and the ability to recognize a variety of opinions and viewpoints.

(7) 3L Class Coordinator (open to all rising 3Ls)

The Class Coordinators are the “faces” of the Program to their respective classmates. Their responsibilities include generating enthusiasm for pro bono work, recruiting students for projects, maintaining communication with class members about potential projects and other project related duties (getting students to sign contracts and log hours). Class Coordinators are the cornerstones of the Program, working to collect and log student pro bono hours and ensuring that students are formally recognized for their contributions. Class Coordinators also work with the Attorney Projects Coordinator to help students find projects of interest and serve as the main contact for students should problems with individual projects arise.

NECESSARY SKILLS: High-volume email communication skills, ability to develop ideas into tangible goals, proficiency or willingness to learn an online management system, appreciation for diversity of opinion, initiative in helping with unassigned tasks and identifying and solving problems; excellent time management skills.

(8) Public Relations Coordinator

The PR Coordinator publicizes the UNC Law Pro Bono Program in the School of Law, as well as the local, state, and national community by maintaining the content of the Program’s website and calendar, social networking accounts, and bulletin board. The coordinator also organizes and executes Pro Bono Week, manages the production of the Annual Report, ensures consistent branding of the program through different demographic audiences, and supports other board coordinators’ PR needs by publicizing all board events through news sources, social media,





flyers, and other similar sources.

NECESSARY SKILLS: Creative ideas for low-cost advertising and publicity, event planning or transferrable experience, comfort using social media technology, proficiency with/ability to learn a website content management system, basic graphic design skills, strong copy writing skills.

